



CITY OF HOUSTON

Job Posting

AP

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

EXECUTIVE OFFICE ASSISTANT

Posting Number

PN# 112516

Department

Department of Public Works & Engineering

Division

Public Utilities Division

Section

Water Production Branch

Reporting Location

611 Walker*

Workdays & Hours

M – F, 7:30 a.m. – 4:30 p.m.*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Assists deputy director(s) and assistant director(s) in the coordination of office management and operational activities by performing varied clerical tasks and administrative support duties in the assigned division. Routinely handles information of a sensitive or confidential nature, issues instructions or notices in the name of the director, deputy director or assistant director. Coordinates meetings by arranging meeting locations, distributing meeting notices, agendas and information, procuring audio/visual equipment, and ensuring proper setup. May prepare meeting minutes. Maintains calendar by scheduling meetings and appointments and making travel arrangements. Prepares and submits expense reports for management personnel. Maintains a filing system for correspondence, reports, documents, complaints, departmental budget information, financial records, personnel matters, and general information on departmental operations, etc. Procures necessary supplies and services (e.g. office supplies, telephone change orders, equipment repair and maintenance, office furniture, office forms, etc.) Photocopies, collates and distributes correspondence, procedures, articles, reports, policies, bulletins, etc. Handles other reproduction needs including assembling manuals and reports, collating and binding or arranging outside services when needed. Assists in completing business management or operation projects based on goals and instructions established by supervisor. May prepare time and attendance for management's signature and gathers materials and information for staff and business meetings and presentations. Types and proofreads correspondence, reports, forms, documents, etc. May maintain correspondence logs. Tabulates and prepares periodic and special reports.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of clerical or administrative support experience are required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES None

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15

\$1,102 - \$1,289 Biweekly \$28,652 - \$33,514 Annually

OPENING DATE

August 16, 2006

CLOSING DATE

August 29, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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